



Suggested Constitution and By-Laws for Home Demonstration Clubs

ARTICLE I - Name

The name of the organization shall be _____
Home Demonstration Club.

ARTICLE II - Object

The object of the club shall be to bring demonstrators and cooperators together for home demonstration work under the direction of the home demonstration agent and to promote the welfare of the home and the community.

ARTICLE III - Membership

Any homemaker living in the community is eligible to membership.

ARTICLE IV - Officers

The officers of the club shall be a president, vice-president, secretary-treasurer.

ARTICLE V - Election of Officers

Officers shall be elected annually. No officer shall serve longer than two years.

ARTICLE VI - Duties of Officers

President - It shall be the duty of the president to preside at all meetings of the club, to appoint all necessary committees, to call special meetings, and to perform such other duties as appertain to the officer.

Vice-President - It shall be the duty of the vice-president to perform the duties of the president in case of her absence or disability.

Secretary - It shall be the duty of the secretary to keep accurate minutes of all the meetings of the club, to keep a record of home work, to attend to all correspondence, to receive and keep properly filed all important communications and reports, to distribute all literature to the members and to make regular report to the county home demonstration agent.

Treasurer - It shall be the duty of the treasurer to receive, hold and disburse all the funds belonging to the club. She shall make a full report at each annual meeting and at any other time upon the request of the president. The outgoing treasurer shall within one month after the close of the annual meeting turn over to the elected treasurer all money, books and papers of the club in her custody. Money paid out by the treasurer must be authorized by a majority vote of the club; except in an emergency the treasurer is authorized to pay out not more than _____ dollars on a written order for same signed by the president, to be reported at the next meeting of the club.

ARTICLE VII - Committees

The standing committees of the club shall be a program committee, expansion committee, education committee, exhibit committee (these may be combined and called EEE Committee) and finance committee. Other committees shall be appointed by the president as need for them is found to exist. All standing committees shall serve during all the president's administration.

ARTICLE VIII - Duties of the Committees

The expansion committee shall endeavor to induce every woman who is interested in home problems to become a member of the club and shall investigate the cause of each absence from a meeting.

The education committee shall endeavor to keep the general public informed about the progress and activities of home demonstration work in the community.

The exhibit committee plans exhibits to show the methods and accomplishments of home demonstration work in the club.

The finance committee shall have charge of all plans to make or raise money and its expenditure under the direction of the club, making a written report of this to the treasurer.

The program committee shall with the advice and assistance of the home demonstration agents plan the year's work for the club and make arrangements for special programs.

ARTICLE IX - Meetings

Regular meetings shall be held _____. Special meetings may be called by the president.

ARTICLE X - Funds

No membership dues shall be required.

ARTICLE XI - Amendments

This constitution may be amended by a majority at any regular meeting of the club.

BY-LAWS

1. A quorum to transact business shall consist of _____ (this should state the number of members which should be less than a majority - a club of 10 or 15 members

should have 5 for a quorum - etc.)

2. Officers shall be elected at first meeting of _____ (September or October). Officers shall be installed in January.
3. The order of business shall be as follows:
 - a. Meeting called to order
 - b. Opening exercises
 - c. Roll call
 - d. Reading of minutes and approval
 - e. Reports of committees
 - f. Report of council delegate
 - g. Unfinished business
 - h. New business
 - i. Regular work of program
 - j. Announcements
 - k. Adjournment

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